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11 MAY 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (27 April - 10 May 1983)

Office of the Director

The Office of Information Services completed its most successful Annual Conference ever held since the Office was organized. A total of 178 MI careerists participated in the two-day program which included high-level speakers from academia, the Agency, and the Executive Branch.

The DDA was given a briefing on [ ] electronic mail system on Wednesday, 11 May. Arrangements for this briefing were made by the Director, OIS. The briefing was presented by the former [ ] Records Management Officer and attended by representatives from ODP, [ ] and the Records Management Division/OIS. [ ]

Classification Review Division

During this period, CRD reviewed 490 documents (4,040 pages) for NARS, one document (4 pages) for DOD, seven manuscripts (340 pages) for PRB, 14 documents (307 pages) for the Information and Privacy Division/OIS, 13 Summaries of Agency Employment (30 pages), and three miscellaneous documents (332 pages). [ ]

Additional reports containing other details are attached. [ ]

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Records Management Division

Representatives of RMD and ODP met to discuss utilizing the Wang word processing system to enhance the Agency's forms management program. The meeting was the first between the two offices on this subject and was necessitated by the fact that the initial programming of forms by Wang was unworkable. It was decided that RMD would select 20 suitable forms for programming into the Wang Alliance System and, in the future, would be the focal point on all Wang matters relating to the forms program. ☐

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The Agency Archives and Records Center made approximately 7,000 entries to the ARCINS system during the period. Seven jobs were corrected, six proofed, and nine completed. ☐

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Approximately 180 cubic feet of material were transferred to the hammermill for destruction. Forty pounds (one cubic foot) of film were sent to NPIC for the silver recovery program. ☐

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The Information Control Section/Information Technology Branch conducted Top Secret collateral document audits of the Weapons and Space Systems Intelligence Committee/OSWR and the Collection Requirements and Evaluation Staff/Office of the DDI. ☐

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Two RMD representatives attended a briefing by the Army on its proposed new records management system, Modern Army Records-Keeping System (MARKS). It is expected to be a replacement for The Army Functional Files System (TAFF) and will be a system to bridge the gap between the all-paper Army of the past and the potentially paperless Army of the future. It includes an effort to standardize record-keeping procedures by establishing data standards and keywords for paper records. MARKS is intended to control approximately 4-1/2 million cubic feet of records that have been divided into 2,800 separate records categories. ☐

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Regulations Control Division

RCD completed 98 major actions on regulatory issuances during this period. Included were the processing and preparation of 23 new and revised issuances, negotiations involving 14 issuances, and the publication of 15 issuances. ☐

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Attachment:

As stated

OIS/EXO, ☐ (11 May 83)

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